Bay Delta Conservation Plan
Working Group and Technical Team
Protocols
January 11, 2008

Function of Group Co-chairs: Set agendas, oversee schedule, oversee work plan execution, lead and manage meeting discussions; serve as a reporting function for the group to the Steering Committee; help facilitate cross-team communications.

Management Team: A management team representative will work the co-chairs and SAIC in support of each working group and technical team.

Function of SAIC: Provide technical support for group deliberations; prepare agendas; draft and manage the execution of the work plan for the group; maintain meeting notes as determined by the group as appropriate; draft and refine work products of the group; assist in the communications across groups.

Membership. Members of the working groups and technical teams will be available for BDCP Steering Committee members or their alternatives, with assignments from each caucus to maintain appropriate representation and promote efficiencies. SAIC will maintain a working roster of the assignments. Membership and representation will be flexible, depending upon the subject matter and required expertise of the topics at hand within each group.

Meeting Formats: Open to the public; chaired by co-chairs.

Scheduling Protocols: SAIC will establish and maintain meeting schedules and agendas in consultation with the group's co-chairs, BDCP management team and Resources Agency. Meeting schedules and agendas will be posted on the BDCP website. Group members will be notified via emails of meeting schedules and meeting locations.

Work Products: SAIC will be responsible for producing work products from the groups unless other entities are explicitly assigned certain responsibilities.

Decisionmaking: Decisions will be made by the Steering Committee pursuant to section 7.4.1.1 of the Planning Agreement. Working groups and technical teams will make recommendations on subjects within their scope to the Steering Committee, which will act upon those recommendations as appropriate. During the course of developing documents and recommendations, working groups and technical teams may draft and refine work products without prior review or approval of the Steering Committee. Each working group and technical team may refer discrete issues to the Steering Committee or the Management Team on an as-needed basis in order to resolve issues or otherwise assist the group in progressing with its work.

Recordkeeping: SAIC will maintain the necessary meeting notes and other records of the activities of each group on an as needed basis.